

ORDER

In the Civil Money Claims Online Court

Case number:
000MC000

Legal Adviser [*name*]

PARTIES

Jan Clark

Claimant

Mary Richards

Defendant

All of the information that you have submitted to the court setting out details of the claim and defence [and counterclaim] has been read by Legal Adviser [*name*].

You **MUST** both follow the instructions below to get your case ready for a decision to be made by a judge at a hearing.

(See 'warning' below for what might happen if you don't follow the instructions carefully).

It is **ordered** that

The following steps must be taken by the date shown

	Step to be taken	Final Date
1	<p>Send all of the documents that are relevant to your case to the above address, also send them (serve on) to the other side. These documents should be placed in date order and should be numbered in the bottom right hand corner.</p> <p>You should include the following documents if available:</p> <ul style="list-style-type: none">• A copy of the contract/agreement• Relevant correspondence, including text messages and emails• (<i>see appendix 1</i>)	Before 4.00 pm. [date]
2	<p>Send to the court and send to (serve on) the other party your own witness statement and also witness statements from anyone who can give relevant evidence about your case.</p> <p>A witness statement must</p> <ul style="list-style-type: none">• have the court case number at the top;• start with the witness' name and address;• it must contain numbered paragraphs and should be typed and double spaced: if not typed, it must be written clearly in block capitals or printed;• finish with the words "<i>I make this statement believing the contents to be true and knowing that it may be placed before the court</i>", the date of the statement and the person's signature.	Before 4.00 pm. [date]